

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: Request for Changes in Proposed T/O

DATE: 15 December 1950

1. The following changes in the proposed Table of Organization chart for the Administrative Services Division dated 17 November 1950 are requested as a result of further study of Administrative Services functions and increased activity over the past few months:

OFFICE OF THE CHIEFAdd: ☐ Clerk Stenographer GS-4OK ☐

25X1

25X1

REAL ESTATE AND CONSTRUCTION BRANCH

Change grades of Civil Engineers and Architects shown under "Construction Team" from GS-12 to GS-13.

TRANSPORTATION BRANCH

Delete the Covert Travel and Overt Travel Sections, and substitute in lieu thereof, the "Travel Section", to include the following positions:

<input type="checkbox"/>	Transportation Officer (Covert)	GS-9
	Transportation Assistant (Covert)	GS-7
	Transportation Clerk (Covert)	GS-6
	Transportation Clerk (Overt)	GS-5
	Transportation Clerk (Covert)	GS-5
	Clerk Stenographer	GS-4
	Clerk (Typing)	GS-4

OK ☐

25X1

MOTOR POOL SECTION

Add: ☐ Chauffeurs CPC-4

Delete: ☐ Chauffeurs CPC-3

OK ☐

25X1

These additional CPC-4 Chauffeurs are requested due to the recent new assignments of chauffeurs to additional Assistant Directors and the additional shuttle run to ☐

25X1

Add: ☐ Truck Drivers (Trailer Type)

☐ Heavy Truck Drivers (To be detailed to Reproduction Branch)

UG-11

OK ☐

25X1

UG-9

OK ☐

25X1

CONFIDENTIAL

~~CONFIDENTIAL~~

BUILDING MAINTENANCE AND UTILITIES BRANCH

TELEPHONE SECTION

Add: ☐ Telephone Operators

GS-3

OK

☐☐

25X1
25X1

GENERAL SERVICES BRANCH (formerly Administrative Services Branch)

Delete the Statistical Service Unit in its entirety.

GRAPHICS SECTION

(Subject to final determination as a result of survey being conducted by Management Analysis Division)

RECORDS MANAGEMENT AND DISTRIBUTION SECTION

Add: ☐ Contact Specialist (Vit. Doc.) GS-12

☐

25X1

MAIL AND COURIER UNIT

Add: ☐ Couriers (To be detailed to Reproduction Branch)

GS-5

OK

☐

25X1

One Courier (For pickup and delivery service from and to various buildings occupied by Training Division)

GS-4

OK

☐

25X1

25X1

2. A request for an increase in the number of positions in the Reproduction Branch will be made at a later date after the study of changes in publications to be prepared and distributed by CIA is complete.

☐

25X1

W. L. PEEL

*Approved as indicated by class.
and Wage.*

25X1

~~CONFIDENTIAL~~

☐

12/26/50